RULES

FOR

CONDUCTING THE EDUCATION

OF THE

FEMALE CHILDREN

IN THE

FOUNDLING HOSPITAL.

DRAWN UP BY ORDER OF

THE BOARD OF GOVERNORS,

AND BY THEM ORDERED TO BE PRINTED.

JUNE, 1800.

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1800.

RULES

FOR

FOUNDLING HOSPITAL.

I.

THAT the children be divided, as equally as may be, into ten schools.

II.

THAT on the reception of the drafts they shall be so proportionably divided that each school may be made up as near as may be to the same number.

III.

THAT the same plan of instruction be pursued in all the schools, according to the rules hereafter laid down.

IV.

THAT the mistresses be chosen by the governesses, with the approbation of the governors, and subject to dismissal by the attending governess, she informing the board of the cause.

V.

THAT each mistress be qualified to teach reading, spelling, knitting, plain work, and making the children's gowns, and especially to be capable of instructing them in the principles of religion, and decency of manners: and as it may be difficult to procure persons with those qualifications who also understand the manufacture of wool—That a mistress be employed who can teach, perfectly, the spinning of wool—she to go round all the schools, and instruct the girls in that branch of the manufacture.

VI.

THAT each school mistress have the entire care of her own children, to sleep in the dormitory with them, and to conduct her school and their education exactly according to the rules herein after laid down.

VII.

THAT she have the power of punishing them at her discretion, subject, however, to the interference of the chaplain or visiting governess: if extraordinary instances of misbehaviour occur, she to represent it to the chaplain, who must order, in addition to the private correction given by the mistress, such public punishment as he may think most likely (accompanied with his exhortations) to produce amendment: the punishment ordered by him to be inflicted by the mistress of the offender in the great hall, or elsewhere, at his discretion.

VIII. THAT

VIII.

THAT each mistress chuse from among her girls one or two to act as monitors; they to represent to the mistress any improper behaviour or language of the rest which may escape her notice; to assist her in the care of the children; and if at any time she should be absent, to conduct the school, and hear the lessons in her stead: the monitors to be distinguished by wearing a cap and a head ribbon the colour of their school trimmings.

IX.

THAT the children of each school be distinguished from the others by their cloathing being trimmed with a particular coloured tape; also, that each school be numbered, and the linen belonging to it marked with its own number.

X.

THAT each mistress have a maid, a protestant, hired by herself, subject to the general rules of the house—who must conduct herself exactly according to the directions hereafter laid down, and sleep in the dormitory to which she belongs. That the maids shall have £6 yearly, each, with the allowances of food and soap, formerly allotted to the hall nurses, and be removeable at the pleasure of their own mistresses, or by order of the chaplain.

XI.

THAT each mistress send every morning, as soon as breakfast is ended, one or two of her girls, at the discretion

discretion of the governess, to assist in the laundry, seeing them first change their cloaths for those appointed for washing in: these girls to be changed every day for two others, so the whole number in each school to take the laundry in rotation, excepting those hereafter exempted.

XII.

THAT no child be apprenticed out till she can read perfectly, knit, work, spin, and give satisfactory answers, according to her age, in the principles of christianity—this to be ascertained by the examinations of the chaplain and visiting governess, who shall enter the names of those so qualified in a list, which shall lie before the governors.

XIII.

THAT the chaplain have power of fining either the school mistresses, or their maids, for any neglects he may observe; such fine not to exceed half-a-crown for each offence.

XIV.

THAT each mistress be provided with a folio book, ruled, with divisions for six days of the week, wherein she must, every Saturday-night, make a roll of her children, dividing them into classes, according to the rules hereafter laid down; and that she shall each day mark therein the quantity of work done by each girl: if any child is sent to the infirmary, or removed from the house, she is to mark

mark it there also, that the visiting governess may see at one view how they are employed or disposed of.

XV.

THAT each mistress have the care of the children's cloathing, books, furniture, and utensils belonging to her own school.

XVI.

THAT no mistress suffer her charge to leave school to attend chapel or meals till she herself accompanies them; that she see they walk regularly two and two thro' the court: that they behave with attention and decency at chapel, and with quietness and regularity at meals. Any mistress who does not punctually observe this injunction to be subject to a fine at the discretion of the chaplain.

XVII.

THAT no child be suffered to leave school, or run about the yard at school hours: if any girl be sent or permitted to go by her mistress, that she be furnished with a leaden pass tied to a string the colour of the school; and that the mistress of any girl who shall be found out of her own school without such a pass, be subject to a fine at the discretion of the chaplain.

XVIII.

That no girl be sent of messages, or employed in emptying tubs, or doing any of the maids' work, (except

(except in assisting after dinner, whilst the mistresses are in the courts, in cleansing the dinner utensils) under penalty of a fine upon the mistress, at the discretion of the chaplain.

XIX.

THAT any instance of neglect or impropriety in the maids—such as throwing dirt or ashes, or emptying tubs, &c. in the courts or any improper place, or neglecting to remove such from their respective schools—shall be punished by a fine to be levied either on the maid or her mistress, at the discretion of the chaplain.

XX.

THAT the house-keeper frequently examine the heads of six or eight children taken at hazard from the different schools, immediately after dinner, to see they are well combed; also, she to examine their feet to see they are kept perfectly clean.

XXI.

THAT the chaplain visit frequently all the schools, especially at early hours in the morning, and to mark in a minute book the state wherein he finds them—This for the information of the visiting governess.

XXII.

THAT he see the plan of education be strictly adhered to, and reprove where he finds cause for it.

XXIII. THAT

XXIII.

THAT the numberless trifling regulations not herein particularly specified be submitted to his direction.

XXIV.

THAT he shall permit as he sees proper the mistresses to leave the hospital when their business shall require it.

XXV.

AND—THAT he shall appoint stated times for examining into the girls progress in religious knowledge, and select such as shall be sufficiently advanced, to give them such further instructions as they probably cannot receive from the mistresses.

XXVI.

THAT no maid and mistress of any one school shall, on any account, be absent from the hospital at the same time.

XXVII.

THAT no maid-servant be allowed to be absent from the hospital at 6 o'clock in winter, and 7 o'clock in the summer season.

THE MODE OF INSTRUCTION AND EMPLOYMENT ORDERED BY THE BOARD OF GOVERNORS TO BE PURSUED IN THE FEMALE SCHOOLS.

I.

THAT a certain number of girls, not exceeding eight in each school, according to the demands of the manufactory, be constantly employed in spinning for it. That one, two, or three more shall card for them, and spin in rotation. That these girls shall not be employed in the laundry, nor put to other work, till the governess shall see they are perfect in the business, and have others capable of supplying their place. That to provide such a supply two girls more be employed in learning to spin, (which yarn will answer for the house consumption of stockings,) and one to card for them: these as they become good spinners to be advanced to the factory work on the removal of others, and their places at the learners' wheels supplied, by order of the visiting governess, from the knitters.

II.

THAT the drafts immediately upon being allotted to their respective mistresses, shall be taught first to knit,

knit, unless a few may be required to pick wool, which must always be the employment of the smallest children; that when perfect in knitting yarn, they be employed to knit thread or cotton stockings for sale, and when they can do so perfectly that they be removed to the learners' spinning-wheel: when perfect in spinning wool for the factory, that they be removed into the class of plain workers, and when found sufficiently perfect in that employment, in reading and knowledge of religion, that they be enrolled in the class of apprentices.

III.

THAT a writing master be employed to attend the schools: that he shall give one hour each day to five schools alternately, so that he teach in each school three times a week, beginning at ten in the morning, thus three schools may be taught by one o'clock; and that he teach again at five in the evening, that two more may be taught before supper. That the visiting governess order at her discretion such girls as she thinks fit for it to learn writing and accounts; and that no girl be placed under the tuition of the writing master but by her order or that of the governors.

IV.

THAT from the first of April to the first of September the mistress and girls rise at five o'clock; that the children be well combed, their hands and face washed, and tightly dressed by the mistress and maid, the bigger girls assisting: that every

child say separately and slowly to the mistress the LORD's Prayer, the 3d morning Collect, and the Grace.

V.

THAT the monitor may assist the mistress by hearing some of the children in another room; but that no two children say their prayers in the same room at the same time.

VI.

THAT at six o'clock school begin.

VII.

THAT the children of every school be divided into four classes.

VIII.

FIRST Class—those who read perfectly.
Second Class—those who read in the psalter only.
Third Class—those who are in the spelling-book.
Fourth Class—those who are in the primmer.

IX.

THAT when school opens the three first classes be set to work, the fourth class taught each a lesson by the mistress, and then employed in learning the lesson she appoints on the book till chapel bell rings.

X.

THAT at eight o'clock all go decently to chapel accompanied by the mistress; that when prayers are ended they breakfast in the hall, and when they

they have finished, play in the hall or courts till half past nine: that the mistress then see those allotted to the laundry change their cloaths in their dormitory, and send a monitor to give them in care to the laundress. That she then see all the girls placed at their separate employments, lock the outside door lest any should absent themselves without leave, and retire to her own room to breakfast, the monitor in the mean time taking care they dont idle.

XI.

THAT her breakfast being ended she return again to school, and begin by hearing every child who can do so, read in succession the Collect for the ensuing Sunday; that she then make each girl in the first class spell on the book one column of spelling; that she then make the said class all stand up before her and read each her verse in turn, thro' the whole of one lesson in Mrs. TRIMMER's Abridgment of the New Testament, beginning with the first lesson, and going thro' the whole in turn; that when it is read, she shut up the children's books, and explain to, and question, them out of the corresponding stripture catechism, adapted by Mrs. TRIMMER for that purpose.

XII.

THAT she then hear the second class to spell each a column, and afterwards to read in turn to her a lesson in the Psalter. That during this time the third class study their lessons in the spelling-book,

book, and the fourth class work. That when the two first classes have finished their lessons, the third shall say a lesson in turn to each girl in the two first classes who are not employed in spinning wool, they continuing their work; and that not more than two of the fourth class say a lesson at the same time.

XIII.

THAT school break up when the first great bell rings for dinner; that every child put by her work, wash her hands, smooth her hair, tighten her cloaths, and be ready to walk decently with the mistress to dinner, but on no account quit school or run into the court, till they go, on the ringing of the second bell, to dinner; that when the said first bell rings the laundry girls return to school, change their cloaths, and walk with their mistress and school fellows to dinner when the bell rings the second time.

XIV.

THAT when dinner is ended the girls play in the hall, court or garden, two of the mistresses attending; and that no mistress, whose turn it is to attend, leave the court, hall, or garden, during the time of play, without engaging some other mistress to attend for her in her absence. That during the play hour they watch strictly that none of the girls go into the kitchen, laundry, or any of the buildings; that they make them play about and take exercise, and especially prevent their running into corners in parties.

XV. THAT

XV.

THAT when the butler's bell rings, at a quarter past three, every mistress bring home her own charge, and after reckoning them lock them into the school-room, where they may divert themselves as they like, whilst she retires to her own room to eat her dinner.

XVI.

THAT when the bell rings at four o'clock, the mistress return again into the school, and having collected all her girls at the table she reads to them the Psalms of the day, (the Morning Psalms one day and the Evening ones the next) every girl who can read, alternately reading the verses with her as at church.—That she then hear every class separately the church catechism, the other three classes being at work.

XVII.

THAT she then hear every girl of the first class to read separately a chapter in the New Testament, or if the chapter exceed forty verses that she divide it into two, going regularly thro' the whole; the whole class, excepting the girl who is reading, being employed at work; that the second, third, and fourth classes also say each a lesson separately to her, and afterwards work till school break up at seven o'clock.

XVIII.

THAT at seven o'clock they go to supper attended by the mistresses as at dinner; that after supper

supper, during the months of May, June, July and August, the girls may play in the Hall or Court till eight o'clock, but that from the first of September to the first of May they must retire to their school-room immediately after supper, when the mistress, after locking them in, may retire to her own room to refresh.

XIX.

THAT at eight o'clock each mistress collect her children in their own dormitory and begin to prepare them for bed; that she, with the assistance of the monitor, hear each child say separately the Lord's Prayer, the last Collect for evening, and the Grace; that she see all their faces and necks washed, and the feet of twelve washed every night in turn; that each girl lay by her cloaths, and on no account to go into the bed of another child on pain of correction, the mistress to remain in the dormitory for half an hour till they are asleep, when she may retire and if she pleases sit up till eleven, at which hour all fire and candle must be extinguished, and every person be in bed.

XX.

THAT on Saturday evening, after the Psalms are read and the four classes have said the Catechism, the schools are to break up and the mistress examine the cloaths for the next day, and if they require mending, to see each girl repair her own in a neat clever manner. That as soon as supper is ended the girls be brought back to their schools, and

and each shall tack on the tucker of her own gown ready for the next day.

XXI.

THAT in general the patching of their gowns and linen be an essential part of the girls' work, and that they be taught to do it in a proper, strong, and neat manner.

XXII.

THAT from the first of September to the first of October, the children and mistresses rise at six, be in school at seven, and pursue the plan before mentioned.

That from the first of October to the first of March they rise at seven, have no school before chapel, but in every other point proceed as before laid down.

That from the first of March to the first of April they rise at six and go into school at seven as in the month of September.

XXIII.

THAT when the number of drafts admitted shall be so great as to make the average number of girls in each school thro' the year exceed forty, another school shall be added to the present number.

XXIV.

THAT on every Sunday throughout the year the girls and mistresses rise at half past seven, the girls to be combed, washed, and say separately the

LORD's Prayer, Collect, and Grace to the mistress. That the mistress attend them as usual at breakfast, after which they return immediately to school. That the mistress then set the first class to learn by heart a chapter of CROSSMAN's Explanation of the Catechism: the second class a set number of verses in the Te Deum, Jubilate, or other psalms: and the third or fourth classes such easy verses as they can make out with spelling. That she then lock the outside door, and retire to her own room to breakfast, and prepare for chapel.

XXV.

THAT when the bell rings each mistress accompany her charge to chapel, taking care that her maid attend also with her.

XXVI.

THAT after prayers the children play in the court or garden till dinner, the mistress attending; and that after dinner they may continue to do so till a quarter after three o'clock, when each mistress shall bring home her charge and lock the school-room door whilst she retires to dine. That at four o'clock she shall return to the school-room and hear every girl the Collect for the day and the lesson they got by heart in the morning, question them as to the meaning of what they repeated, and endeavour to give them right ideas of the importance of fulfilling conscientiously their religious and moral duties.

XXVII. THAT

XXVII.

THAT when the bell rings for evening service the mistress shall accompany her children and maid-servant to chapel, and when they return read a lecture to them out of Mrs. TRIMMER's Sunday Scholar's Manual, and instruct them from it, after which she may retire to her own apartment, after locking the school-room door, that none of the girls get out, and at seven attend them as usual to supper, and afterwards at play till eight o'clock, and then in the usual course to see them in bed.

XXVIII.

THAT two of the mistresses take it in rotation to attend the girls after breakfast, dinner, and supper every day during their play time in the hall, courts, or garden, and on no account to retire till all the girls are sent back to their respective mistresses; if any mistress whose turn it is to attend shall obtain leave of absence on any emergency, that she settle it with some other to attend for her, and inform the chaplain who it is who undertakes her duty when she applies for his permission to absent herself.

XXIX.

THAT no mistress or any person shall give books of any description to the children, unless previously ordered or approved of by the governors or visiting governess.

XXX.

THAT no child shall wear any cloathing but that given by the house, and no distinctions in dress be allowed unless such as are ordered by the board.

XXXI.

THAT on Sunday one half of the mistresses may have permission to go out, provided one of the other mistresses shall take charge of each school whose mistress is absent. The mistress not to go out till after breakfast in the morning, and to return by the hour of seven in the evening, and on no account to be longer absent.

XXXII.

THAT no school mistress shall absent herself from her duty at hall or in the chapel without a certificate from one of the medical officers belonging to this hospital, of being unable to attend, and that in that case such person so certified shall in no case be allowed to leave the hospital during that day.

XXXIII.

THAT as the governors have given the school mistresses money in exchange for their weekly quantity of meat, one mistress be allowed to go out every wednesday and every Saturday, at the hour of the children's dinner, after leaving them in the hall, to buy for herself and all the rest—she being obliged to return so as to go with her children into school at four o'clock.

XXXIV. THAT

XXXIV.

THAT each mistress have a salary of £20 yearly—2 tons of coals—2½ dozens of candles—21 lb. 2 oz. of soap—and also, in lieu of meat, £6 2 6.

That each mistress have, weekly, the following allowances of food :—7 lbs. of bread—1¾ of butter —7 quarts of beer—6 oz. of oatmeal.

THE SCHOOL-MAIDS' DUTY.

To be up before the children; help to dress and comb them; to sweep out and make the dormitory beds whilst the children go to school before chapel; then to carry down tubs or ashes, empty them in the proper place, arrange the porringers, and get the bread and milk ready, to have breakfast quite prepared againſt the children return from chapel; whilst they are at breakfast to light the mistresses' fire, and to be again in the hall by the time breakfast is ended; to collect the porringers, wash them, and clean the hall tables and forms belonging to her charge; then to eat her own breakfast; scour her tubs and pails, bring up a tub of clean water, and leave it ready for the children to wash their hands before dinner; then to sweep or scour the stairs or passage, dust and sweep the mistresses' room; wash her own and mistress's cloaths; bring up her meat or other allowances; and when the small bell rings at half past one, be ready to arrange her trenchers or porrengers for dinner,

bring

bring in the bread, then the broth or meat, cut it on the trenchers, and have all ready against the last bell rings for dinner; after dinner to collect the utensils, scour them, and as soon as the children leave the hall, clean the tables and forms; then empty the tub the girls washed in before dinner, and leave two tubs filled with clean water ready for washing feet, faces, and necks at night; to follow the orders of her mistress; at half past six to begin to prepare in the hall for supper at seven; after supper to scour and put by the things as after dinner, and at eight o'clock assist in combing, washing, and getting the children to bed; when they are in bed she must sweep out, dust, and prepare the school-room, and leave it ready and clean against morning, and go to bed.

All the maids once a week to unite in scouring the great hall, and every one to attend chapel with her mistress on Sunday, both in the morning and afternoon, under penalty of a fine to be levied at the discretion of the chaplain.

XXXV.

That it appears to the board that applications are continually making for trifling articles, represented as necessary in the various departments, by which the contingent charge has been considerably increased: Ordered—that the ladies, governesses, be apprised of said improvident calls, and requested not

not to listen to any such demands without enquiring from the housekeeper, or other officer superintending the department, how far such required article is necessary.

XXXVI.

THE governors also request the lady governesses will have the goodness to inform them every Thursday of the different articles that it may be necessary the providore should furnish for the use of the hospital, that they may give orders accordingly, as several inconveniencies have arisen from the mode heretofore practiced of such orders coming thro' different hands.

XXXVII.

THAT a copy of these orders be furnished to each school mistress, to the chaplain, and each of the lady governesses, that the former may know exactly the line of conduct they are to pursue, and the latter be accurately informed what they are to enforce.

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